

# **Advanced Leadership Certificate**

## **Communication Skills for Leaders**

### **Course Outline:**

- Establish Your Leadership Credentials
- Communicate the Vision to Your Team
- Support and Inspire the Team

### **Course Summary:**

In this course, you will learn what the requirements of leadership are, how to communicate your suitability for the role, and how to communicate with those you lead. Before people will follow, they need to be reassured that their leader is deserving of both their trust and their confidence. Good relationships are paramount, and communication is the prime tool for building those relationships. Once you have been accepted as the leader, good communication will ensure that objectives are agreed upon, understood, and achieved.

### **Course Objectives:**

Recognize the benefits of establishing leadership credentials with team members. Recognize the benefits of involving team members in the goal setting process. Effectively communicate appropriate leadership skills and qualities to team members in a given scenario. Characterize the leadership communication strategies for responding to the concerns and complaints of team members, within a given situation, respond appropriately to concerns or complaints voiced by team members. Correctly apply the four steps to encourage team members to participate in goal setting within a given scenario. Characterize examples of the five types of power. Identify the benefits of empowering, inspiring, and motivating others. Recognize examples of effective, empowering delegation. Characterize the three types of leadership behavior that can inspire team members. Use appropriate communication to inspire a team member in a given scenario.